



## BOARD OF HEALTH RECORD OF PROCEEDINGS

Fairfield Department of Health  
Minutes of the Board of Health  
March 14, 2018 at 3:00 P.M.

**Meeting Location:** Fairfield Department of Health, Conference Room, Lancaster, Ohio

**Call to Order:** President Dave Petty called the Board of Health meeting to order at 3:00 p.m.

### Board Members Present

Tina Childers  
Paul Martin (Alternate, Licensing Council)  
Dr. Steven Kapetansky  
Brian Oliver  
Dave Petty

### Board Members Absent

Charlie Engen (Licensing Council)

A quorum was established. The meeting began with the Pledge of Allegiance.

### Staff Present

Larry Hanna, Administrator; Kathie Whitlock, Administrative Assistant; Tiffany Nash, R.N.; Kelly Spindler; Environmental Director; Jamie Ehorn, Fiscal Officer

### Others Present

No public participants were present

**Election of Officers** - Mr. Petty asked for nominations for Board President and President Pro-Tempore. Brian Oliver moved to keep the same officers for 2018 (Dave Petty, President and Tina Childers, President Pro-Tempore). Paul Martin seconded the motion. The motion passed by a unanimous voice vote.

**Approval of Minutes** – Tina Childers moved to approve the February 14, 2018 minutes as presented. Dr. Steven Kapetansky seconded the motion. The motion passed with a unanimous voice vote.

### Environmental Report

Resolution 2018-11 – The purpose of Resolution 2018-11 is to grant a variance to waive the required ten-foot isolation distance from the two-inch schedule forty dose line and the horizontal closed loop geothermal system located at 9708 Valentine Rd. SW Stoutsville, OH 43154 (Anthony Clark). The required ten-foot isolation distance is unable to be met as stated in the Ohio Administrative Code section 3701-29-06(G)(3)(a) due to the placement of the geothermal system prior to the sewage treatment system installation. Discussion ensued. **Paul Martin moved to approve Resolution 2018-11. Tina Childers seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2018-12 – The purpose of Resolution 2018-12 is to authorize Kelly Spindler, R.S., Environmental Health Director to apply for, accept, and enter into a Water Pollution Control Loan Fund Agreement on behalf of the Fairfield Department of Health for the repair and replacement of home sewage treatment systems. **Tina Childers moved to approve Resolution 2018-12. Paul Martin seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2018-13 – The purpose of Resolution 2018-13 is to grant a variance to allow for Todd Newkirk at 1600 Pickerington Rd., Carroll, OH 43112 to use the new aerator tank with a high-water alarm as a holding tank as stated in Section 3701-29-18(4)(C)(6) of the Ohio Administrative Code, until soil conditions are suitable for complete installation of the leach field system. **Paul Martin moved to approve Resolution 2018-13. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2018-14 – The purpose of Resolution 2018-14 is to grant a variance to allow for Steve Meadows at 7366 Alspach Rd., Lancaster, Ohio 43130 to use the new aerator tank with a high-water alarm as a holding tank as stated in Section 3701-29-18(4)(C)(6) of the Ohio Administrative Code, until soil conditions are suitable for complete installation of the leach field system. **Paul Martin moved to approve Resolution 2018-14. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

Rescind Resolution 2008-47 – The purpose of Resolution 2008-47 was to permit a “Mobile Retail Food Establishment” to cold hold eggs using dry ice. This resolution is outdated and will be rescinded, and a policy and procedure will be written which would be more encompassing. **Paul Martin moved to rescind Resolution 2008-47. Brian Oliver seconded the motion. The motion passed by a unanimous voice vote.**

Mediterranean on 33 – The owners had food service issues. The Environmental Review Committee (ERC) discussed the issues with the new owners. The ERC recommended that the owners have a month to install a wall near the mop sink and to obtain any required permits for installing a hand sink in the kitchen.

Resignation of Registered Sanitarian – Mrs. Spindler announced that Madison Swackhammer has turned in her two-week notice. Her last day of employment will be March 16, 2018. Mrs. Spindler asked for permission to post and hire a sanitarian for this position. **Tina Childers moved to post and fill the vacant position. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

#### **Financial Report**

The written report was submitted and filed appropriately in health department files. Mrs. Ehorn highlighted the written report. The department collected 20% of our revenue, while spending 17% of our budget.

Resolution 2018-09– The purpose of Resolution 2018-09 is to appropriate unappropriated monies in the District Health fund in the amount of \$16,100.00 and a cash transfer to the Public Health Nursing fund.

**Tina Childers moved to approve Resolution 2018-09. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

#### Miscellaneous

- Mrs. Ehorn discussed the expenses not budgeted or unexpected for January 2018 (over \$1,000.00)
- The invoices paid during the month over \$3,000.00 were discussed.
- The cash balance as of February 28, 2018 for all programs is \$1,617,951.24 and District Health (not including WPCLF) is \$927,762.21

Approval of 2019 Budget – Mrs. Ehorn explained that the District Advisory Council approved the 2019 budget at the March 5, 2018 District Advisory Council meeting. She asked for board approval/signage of the 2019 budget. The approved budget will be taken to the Budget Commission for final approval on April 2, 2018. **Tina Childers moved to approve the 2019 budget. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

Approval to sell a copier and Jeep Liberty – Mrs. Ehorn asked for approval to sell an old copier which was originally obtained through the W.I.C. grant. It will be sold on GovDeals.com. Any money received from the sale will be returned to State W.I.C. She also asked for approval to sell the Jeep Liberty on GovDeals.com. **Tina Childers moved to approve selling the Jeep Liberty and the copier on GovDeals.com. Paul Martin seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Financial Report and Out of County Travel – **Paul Martin moved to approve the Financial Report and Out-of-County travel as presented. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

#### Nursing Report

Tiffany Nash highlighted the written report. Mrs. Nash gave updates on posting and filling vacant positions. The Communicable Disease position has been filled by Rebekah Sutter. She began work on March 12<sup>th</sup>. The Bureau for Children with Medical Handicaps (BCMh) positions has been filled by Judy Scali. She will begin employment on March 26<sup>th</sup>.

Medicaid Administrative Claim Contract – The Medicaid Administrative Claim Contract (MAC) is in the process of being renewed. It is currently at the Ohio Department of Health for signatures. There were no major changes to the contract.

CIGNA Contract – Mrs. Nash is working to obtain a contract with CIGNA for the clients that use this plan. CIGNA will only contract with facilities on an individual basis, not collaboratives. The contract is being reviewed by legal counsel. The contract can be approved by the board pending approval by legal counsel. **Tina Childers moved to approve the CIGNA contract pending approval by legal counsel. Paul Martin seconded the motion. The motion passed by a unanimous voice vote.**

Immunization Action Plan Grant – The Immunization Action Plan grant was restructured as of July 1, 2018. It will now be titled “Get Vaccinated”. Mrs. Nash reported that she is writing for this grant and asked for approval to pursue the grant. **Tina Childers made the motion to approve writing for the “Get Vaccinated” grant. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

#### MISCELLANEOUS

- Mrs. Nash reported that the refrigerator and sensaphone purchase has been approved and both have been ordered. They should be arriving in three weeks.
- The health department will be providing flu shots for all county employees this fall. That is an additional 300 flu shots provided to the community.
- A medical assistant student will soon be interning at the department.

#### Administration

Approval to Hire a Temporary Mosquito Technician – Mr. Hanna asked for approval to post and hire a temporary mosquito technician. **Paul Martin moved to approve posting and hiring for the mosquito technician position. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**

Family Medical Leave – Mr. Hanna stated that the health department currently offers FML and has for several years. The HR Consultants (Clemens/Nelson) has advised us to no longer offer FML because we have under 50 employees and it is not required by law. The personnel policy offers other leave that can be used in place of FML. Discussion ensued. **Tina Childers made the motion to approve discontinuing FML effective June 30, 2018. Brian Oliver seconded the motion. The motion passed by a unanimous voice vote.**

Accreditation – Mr. Hanna shared the ePHAB on-line site which shows the progress made towards achieving accreditation. The department will submit the final paperwork in May 2018.

Resolution 2018-15 – The purpose of Resolution 2018-15 is to authorize the expenditure of public funds of no more than \$500.00 for retirement gifts and retirement parties for employees retiring with a minimum of 10 years of service; and for no more than \$500.00 for the annual holiday party food and decorations. Discussion ensued. **After discussion, no action was taken on Resolution 2018-15.**

Public Comments – No public participants were noted.

#### Adjournment

The meeting adjourned at 4:25 p.m. on **motion by Tina Childers. Dr. Steven Kapetansky seconded the motion. The motion passed by a unanimous voice vote.**



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Dave Petty, President  
Fairfield Department of Health



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Mark Aebi, M.D., Secretary  
Fairfield Department of Health